

PAY Subject

11 JUN 1985

OP MEMORANDUM NO. 20-31-60

20 May 1985

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Secretarial Pay Schedule

1. PURPOSE: The Position Management and Compensation Division (PMCD) study of the secretarial occupation during the summer of 1984 identified several complex issues affecting the secretarial population. One of these issues, the problem resulting from having secretaries at the same grade level support officers in both SIS-1/2 positions and in GS-15 positions, has been resolved. The purpose of this memorandum is to define the process by which it will be implemented.

2. SECRETARIAL PAY PLAN: On 1 May 1985, the Deputy Director of Central Intelligence approved a new pay plan for Agency secretaries which recognizes the difference in levels of responsibility between the secretary to an officer occupying a GS-15 position and the secretary to an officer occupying an SIS-1/2 position. The new pay plan includes a modification to the Agency Secretarial Grade Pattern by adding a level called the GSB-07 for secretaries supporting SIS-1/2 officer positions. Because the GSB-07 represents a new grade level, all GS-07 secretaries supporting an SIS-1/2 position or above are eligible for promotion to the GSB-07 level, subject to the guidelines outlined below. The GSB-07 level results in a one-step increase by establishing a pay level between that of GS-07 and GS-08. The effective date for implementation is 12 May 1985. Both the revised Agency Secretarial Grade Pattern and the Secretarial Pay Plan are attached.

3. CONVERSION PROCEDURES: The following procedures apply to the conversion of affected personnel to the new schedule:

a. Only secretaries (occupational category 0318.01) who support SIS-1/2 or above positions are affected. Thus a secretary who works for a GS-15 officer assigned to an SIS-1/2 position is eligible for the new pay level, but a secretary who works for an SIS-1/2 officer assigned to a GS-15 position is not eligible.

b. Conversion from the current grade level and step to the GSB-07 scale will be to the GSB-07 level nearest to, but not less than, the equivalent to a one-step increase at the present GS-07 grade level. The conversion will result in moving to the same step on the GSB-07 level. Example: A GS-07, step 3 secretary converts to GSB-07, step 3; exception: A GS-07, step 10 secretary converts to GSB-07, step 9. The Last Equivalent Increase (LEI) date for purposes of future step increases will not be affected by this conversion; however, the Date of Grade will change.

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c. This conversion action is considered a promotion although it must be processed as a PAY ADJUSTMENT for technical reasons.

d. Secretaries who are scheduled for promotion to GS-08 on 12 May 1985 will be pay-adjusted to GSB-07 and then promoted to GS-08. Both actions are effective 12 May 1985. This procedure applies only to those secretaries scheduled for promotion on 12 May 1985.

4. ADMINISTRATIVE: After the initial conversion exercise, movement to the GSB-07 level will be treated as a promotion, but must be processed using the following special procedures:

a. Promotion to the GSB-07 level entitles the employee to placement in the GSB-07 level at the step nearest to, but not less than, the equivalent of a one-step increase at the GS-07 level.

b. Promotion actions to the GSB-07 level must be processed as PAY ADJUSTMENT actions.

c. If reassigned to a secretarial position not supporting a position at the SIS-1/2 level or above or to another occupational category within one year of attainment of the GSB-07 level, the employee reverts to the GS-07 level at the same step as that held at the GSB-07 level. An exception to this policy is allowed for GSB-07 secretaries reassigned to GS-07 secretarial positions, provided such assignment is made as a PRA under headroom constraints outlined in 4.d below. If a reassignment out of the secretarial occupation during this one-year period involves a promotion, the promotion is to be computed from the GS-07 level, not the GSB-07 level. If reassigned outside the secretarial field after holding the GSB-07 grade for one year or more, the employee may retain the GSB-07 level until promoted to GS-08 and when promoted, the promotion will be based on the GSB-07 salary level.

d. Although the GSB-07 level will not show on component Career Service Grade Authorization reports (CSGA), this level is to be treated as any other grade level for determination of headroom. Thus, the total number of employees in a component at the GSB-07 level should not exceed the number of authorized GSB-07 positions, except in those cases where promotions to GSB-07 are made against headroom for authorized GS-08 or above secretarial positions. For example, a GS-07 secretary assigned to support an SIS-03 position may be promoted to GSB-07 against the headroom for the GS-08 secretarial position authorized to support an SIS-03 position. PMCD will convert secretarial positions to the GSB-07 level on the component staffing complement which will be published 31 May 1985. A computerized report will be developed in the near future to assist component personnel officers in tracking promotion headroom for secretaries at the GSB-07 and above levels.

e. The same GS-07 panel will evaluate GS-07 to GSB-07 and GSB-07 to GS-08 promotions. Promotions from GS-07 to GSB-07 and from GSB-07 to GS-08 will coincide with the Uniform Promotion Schedule for promotions from GS-07 to GS-08.

f. Following the 12 May 1985 conversion, all secretaries must progress through the GSB-07 level as a grade level, subject to Directorate promotion guidelines. Effective 14 May 1985, uniform guidelines for all Directorates have been established as follows:

GS-05 to GS-06	6 months
GS-06 to GS-07	6 months
GS-07 to GSB-07	9 months
GSB-07 to GS-08	9 months

Exceptions to these guidelines may be approved only by the Deputy Director with cognizance over the employees.

5. OVERSEAS SECRETARIAL PAY PLAN: Preparation and processing of actions on eligible overseas employees, designated GSBO, will be handled in the same manner as actions on employees designated GSB.

6. RESPONSIBILITIES: Component Personnel Officers are responsible for identifying those secretarial personnel affected by the change in the Agency Secretarial Grade Pattern and the establishment of the new grade level. Questions concerning the Secretarial Pay Plan and its administrative procedures should be addressed to the Classification and Compensation Policy Branch, FMCD, Office of Personnel, [REDACTED]

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Robert W. Magee
Director of Personnel

OPM 04-85

Attachments:

1. Agency Secretarial Grade Pattern
2. Secretarial Pay Plan
3. Overseas Secretarial Pay Plan

Attachment 1

AGENCY SECRETARIAL GRADE PATTERN

<u>Superseded</u>		<u>GS-07/GSB-07 Plan</u>	
DCI	GS-13	DCI	GS-13
DDCI	GS-12	DDCI	GS-12
SIS-06	GS-11	SIS-06	GS-11
SIS-05	GS-10	SIS-05	GS-10
SIS-04	GS-09	SIS-04	GS-09
SIS-03	GS-08	SIS-03	GS-08
SIS-1/2	GS-07	SIS-1/2	GSB-07
GS-15	GS-07	GS-15	GS-07
GS-14	GS-06	GS-14	GS-06

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Attachment 2

AGENCY SECRETARIAL GRADE PATTERN
(GS-07/GSB-07 Plan)

Grade	Increment	1	2	3	4	5	6	7	8	9	10
GS-06	535	16,039	16,574	17,109	17,644	18,179	18,714	19,249	19,784	20,319	20,854
GS-07	594	17,824	18,418	19,012	19,606	20,200	20,794	21,388	21,982	22,576	23,170
GSB-07	626	18,782	19,408	20,034	20,660	21,286	21,912	22,538	23,164	23,790	24,416
GS-08	658	19,740	20,398	21,056	21,714	22,372	23,030	23,688	24,346	25,004	25,662
GS-09	727	21,804	22,531	23,258	23,985	24,712	25,439	26,166	26,893	27,620	28,347
GS-10	800	24,011	24,811	25,611	26,411	27,211	28,011	28,811	29,611	30,411	31,211
GS-11	879	26,381	27,260	28,139	29,018	29,897	30,776	31,655	32,534	33,413	34,292
GS-12	1054	31,619	32,673	33,727	34,781	35,835	36,889	37,943	38,997	40,051	41,105
GS-13	1253	37,599	38,852	40,105	41,358	42,611	43,864	45,117	46,370	47,623	48,876

Attachment 3

OVERSEAS SECRETARIAL PAY SCHEDULE
Effective: 12 May 1985

Grade	1	2	3	4	5	6	7	8	9	10	Increment
GSO-04	\$14,097	\$14,567	\$15,037	\$15,507	\$15,977	\$16,447	\$16,917	\$17,387	\$17,857	\$18,327	470
GSO-05	15,771	16,297	16,823	17,349	17,875	18,401	18,927	19,453	19,979	20,505	526
GSO-06	17,580	18,166	18,752	19,338	19,924	20,510	21,096	21,682	22,268	22,854	586
GSO-07	19,535	20,186	20,837	21,488	22,139	22,790	23,441	24,092	24,743	25,394	651
GSBO-07	20,585	21,271	21,957	22,643	23,329	24,015	24,701	25,387	26,073	26,759	686
GSO-08	21,635	22,356	23,077	23,798	24,519	25,240	25,961	26,682	27,403	28,124	721
GSO-09	23,897	24,694	25,491	26,288	27,085	27,882	28,679	29,476	30,273	31,070	797
GSO-10	26,316	27,193	28,070	28,947	29,824	30,701	31,578	32,455	33,332	34,209	877
GSO-11	28,914	29,877	30,840	31,803	32,766	33,729	34,692	35,655	36,618	37,581	963
GSO-12	34,654	35,809	36,964	38,119	39,274	40,429	41,584	42,739	43,894	45,049	1155
GSO-13	41,209	42,582	43,955	45,328	46,701	48,074	49,447	50,820	52,193	53,566	1373